

# **OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL (AP-REG-5)**

**FEBRUARY 1999**

***VERSION (1.0)***

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# OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL

## OVERVIEW

After checks are printed and before they are distributed, the Cash Disbursements Journal should be printed to list all the checks processed. This journal should be thoroughly reviewed to detect any discrepancies. When it is correct, the journal should be posted to the General Ledger and the checks distributed.

## PRINTING, REVIEWING AND POSTING THE CASH DISBURSEMENTS JOURNAL

The Cash Disbursements Journal has two functions:

1. To print a list of all checks processed through the AP system, including those created using automated checks and direct disbursements. This list should be reviewed to detect any discrepancies before the checks are distributed.
2. To create journal entries in the accounts payable account (dr) and the cash account (cr), which decrease both AP and cash.

The report detail:

- Is sorted by cash account and check number.
- Contains a line of information for each invoice paid by each check, including the check total.
- Totals each cash account.
- Includes the journal entries that will be made once the update occurs.

**To Print A Cash Disbursements Journal, Select:**

A) FINANCIALS

D) Accounts Payable Menu

C) Cash Disbursements Menu

D) Cash Disbursements Journal

The following screen is displayed:

Session	Edit	Commands	Settings	Help
CASH DISBURSEMENTS JOURNAL				
Action: <b>Report-options</b> Browse Output-Post Exit				
Define cash disbursements for journal.				
Cash account [10 ] [6101 ] CASH IN BANK				
Warrant [ ]				
Checks dated through [11/23/1998]				
JOURNAL ENTRY DATA				
Effective date [11/23/1998]				
Year/period [1999] [ 5] NOV				
Reference [ ]				
Print invoice GL accounts? (Y/N) [Y]				
Print (O)rg/object or full (A)ccount [O]				

1. Select **Report-options** from the Ring Menu.
2. Enter **Warrant** name to select a specific warrant or leave blank to select all unposted Cash Disbursement Journal entries.
3. Enter a **Reference** to appear on the journal entries. (For consistency, the user's initials are usually entered.)
4. Enter **Y** to **Print invoice GL accounts**.
5. Enter the desired report information.
6. Select **Output-Post** from the Ring Menu, and **Print** or **Spool** the Cash Disbursements Journal. The following window will display.

Do you wish to post this Disbursements Journal?
Continue: (Y/N)

**Do not post the Disbursements Journal until it has been reviewed.** If the Journal was printed, you may postpone responding to the message while you review the report, or answer **N** if the report is not available timely. If the Journal was spooled, answer **N** and exit to a MUNIS menu where you can access the spooled Journal to display or print.

**NOTE:** *If instead of the above window you receive a message indicating that there is an error and processing cannot continue, contact the CCS Help Desk at (800) 722-4908 for assistance.*

7. Review the Cash Disbursements Journal, following these guidelines:
  - The Cash in Bank account equals the amount of all the checks printed.
  - Accounts Payable account equals the amount of all the checks printed.
  - The two types of accounts should balance.

See **Appendix A** for a sample of the Cash Disbursements Journal.

**NOTE:** *Reviewing the Cash Disbursements Journal is a critical step in printing checks, as it can point to discrepancies.*

8. If no errors are detected, enter **Y** to post the disbursements journal. If the Post Disbursements Journal window is not displayed because you previously responded with an N, select **Output-Post** from the Ring Menu and repeat the steps until the window displays. Enter **Y** to post the disbursements journal.
9. If an error such as an incorrect vendor or check amount is discovered, the disbursements journal may still be posted and the check then voided. (See the document ***Voiding Checks, AP-REG-6***.) For other types of errors, contact the CCS Help Desk at (800) 722-4908 for assistance.

## REVIEWING THE GL AFTER POSTING THE CASH DISBURSEMENTS JOURNAL (OPTIONAL)

After the Cash Disbursements are posted to the General Ledger accounts, the G/L can be reviewed to determine that the actual amount includes the total check amount. This is useful in the event any questions should arise concerning the G/L accounts.

**To Review The G/L Impact Of Cash Disbursements, Select:**

A) FINANCIALS

A) General Ledger Menu

F) Inquiries & Reports Menu

A) G/L Account Inquiry

The following screen is displayed:

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<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
G/L ACCOUNT INQUIRY				
Action:	<b>Find</b>	Next	Prev	Browse
		Output	Exit	Detail
		Months	CFWD	
...				
Query the current database table.				
Org	[	]	Type [ ]	Status [ ]
Object	[	]	1999/05	Rollup [ ]
Project	[	]		
		Fiscal Year 1999	Fiscal Year 1998	Fiscal Year 2000
Original Budget	[	]	[	]
Transfers - In	[	]	[	]
Transfers - Out	[	]	[	]
CFwd - Budget	[	]	[	]
Revised Budget	[	]	[	]
<b>Actual</b> (Memo)	[	]	[	]
Encumbrances	[	]	[	]
Requisitions	[	]	[	]
Incep to SOY	[	]		
Available	[	]	[	]
Percent used	[	]	[	]

1. Select **Find** from the Ring Menu.
2. Enter the **Org** and **Object** combination to be reviewed, then press **ESC**.
3. Check that the **Actual** amount includes the total check amount.

# APPENDIX A: CASH DISBURSEMENTS JOURNAL SAMPLE

11/23/1998

PAGE 1

15:05:26

apcshdsb

\*YOUR DISTRICT\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 10 6101 CASH IN BANK

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO
WARRANT		NET					

1041	11/23/1998	PRTD	1000 FEDERAL GOVERNMENT	164	990001	11/23/1998	
990003	990001		100.00				

CHECK

1041 TOTAL: 100.00

1042	11/23/1998	PRTD	9 LAUGHING COW DAIRY	166	990003	11/23/1998	
990001			500.00				

CHECK

1042 TOTAL: 500.00

1043	11/23/1998	PRTD	6 TV CABLE COMPANY	165	990002	11/23/1998	
990002	990001		120.00				

CHECK

1043 TOTAL: 120.00

NUMBER OF CHECKS 3 \*\*\* CASH

ACCOUNT TOTAL \*\*\* 720.00

COUNT

AMOUNT

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-----		-----	
720.00		TOTAL PRINTED CHECKS	3
GRAND TOTAL ***			***
	720.00		



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11/23/1998  
PAGE 2  
15:05:27  
apcshdsb

\*YOUR DISTRICT\*\*

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED:

FUND DESCRIPTION		ACCOUNT	ACCOUNT DESCRIPTION	
DEBIT	CREDIT			
-----				
-----				
1999 05	167 11/23/1998 prb	9905	APP	
1 GENERAL FUND		1-6101		CASH IN BANK
720.00				
1 GENERAL FUND		1-7421		ACCOUNTS PAYABLE
720.00				
				FUND TOTAL
720.00	720.00			
				GRAND TOTAL
720.00	720.00			